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|  | **Tennessee Department of Human Services****Residency Questionnaire for Families Experiencing Homelessness** |

This form is intended to address the **McKinney-Vento Act 42 U.S.C. 1143a and the Child Care and Development Block Grant Act of 2014 (Pub. L. 113-186) (“CCDBG Act”)** and should be completed for each family enrolled.

Please complete the following questions regarding the applying families housing status. Completing this form will help determine what services and supports the family may be eligible to receive.

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| **Applicant’s Name** |
| **Last First Middle** |
| **Date of Birth: MM/DD/YY** **/****/** |

**Which one of the following best describes your housing situation? Please check only one box.**

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| **Check**  | **Residency Questionnaire Options** | **Notes** |
| **[ ]**  | Family that is living in a fixed, regular housing situation |       |
| **[ ]**  | Emergency or transitional shelter |       |
| **[ ]**  | Awaiting Foster Care Placement |       |
| **[ ]**  | Living in hotel/motel  |       |
| **[ ]**  | Inadequate trailer park, campground, car, park, public places, abandoned building, street, or any other inadequate living. |       |
| **[ ]**  | Living with another family or person because of loss of housing or because of economic hardship |       |

Note:The McKinney-Vento Act defines “homeless children and youths” as any student who lacks a fixed, regular, and adequate nighttime residence. The McKinney-Vento Act is a federal law that protects the educational rights of students in temporary housing. Under this law, your children are entitled to important rights and services. Knowing the protections your children are legally entitled to can help you advocate more effectively for them.

**Please assist families in completing this form when applying for Child Care Payment Assistance.**

**Residency Questionnaire Guidance**

The McKinney-Vento Act, as amended by Every Student Succeeds Act, defines homeless children and youths as individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of Section 103(a)(1) of the McKinney-Vento Act (42 U.S.C. 11302(a)(1)), and includes children and youths who are:

**Doubled-up** - sharing the housing of other persons due to loss of housing, economic hardship, a similar reason;

**Shelter** - living in emergency or transitional shelters; or abandoned in hospitals; living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of Section 103(a)(2) of the McKinney-Vento Act (42 U.S.C. 11302(a)(2));

**Motel/Hotel** - living in motels or hotels;

**Awaiting Foster Care –** child or youth waiting for foster care placement;

**Other Temporary Living Situation-** inadequatetrailer parks, or camping grounds due to the lack of alternative adequate accommodations, living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

**Permanent Housing –** living in a fixed, regular and adequate housing situation.

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| **Check**  | **Residency Questionnaire Options** | **Staff Use Only** |
| **[ ]**  | **Doubled-Up**Living with another family or person because of loss of housing or because of economic hardship | **D** |
| **[ ]**  | **Shelter**Emergency or transitional shelter | **S** |
| **[ ]**  | **Hotel/Motel**Living in hotel/motel  | **H** |
| **[ ]**  | **Awaiting Foster Care** | **F** |
| **[ ]**  | **Other Temporary Living Situation**Inadequate trailer park, campground, car, park, public places, abandoned building, street, or any other inadequate living. | **T** |
| **[ ]**  | **Permanent Housing**Family that is living in a fixed, regular and adequate housing situation | **P** |

**TRAUMA-INFORMED STRATEGIES AND CONVERSATION TIPS**

**Conversations about a family’s housing situation can be tense, uncomfortable, or invasive.**

1. **To assess if a family experiencing homelessness requires the following:**
* Trust
* Rapport
* Empathy
* Understanding

The residency questionnaire should be asked with empathy, rapport and understanding to build a trusting relationship with families. Empathy and trust opens the door for effective communication, understanding, and building relationships. Demonstrating empathy conveys the ability for the intellectual, emotional awareness and understanding of the parent’s thoughts, feelings, and behavior. Empathic listening requires understanding how the parent feels, perceive things and what you can do to help.

Examples of talking points that express empathy:

* + - “I hear you,” This should be said with a warm tone, this meets a person need to be heard.
		- “Tell me more.” This should be said with sensitivity and sincerity, shows you are interested and concerned.
1. **If you need more information from a family about their housing situation, first explain WHY you need housing details before you ask any additional questions. You may also want to:**
	* + Ask the parent if they want speak privately about their housing situation. Parent may show signs of anger/embarrassment when asked about their housing situation. Please express your empathy for the parents housing situation.
		+ Be clear about the goal of the conversation. Families often think they will lose custody because of their housing situation. Clearly explain that you are trying to make sure they receive information about available services and supports for their family.
		+ Explain your position/role and your intentions. For example, “I am a child care specialist” and one of my job responsibilities is to provide families with information about community resources and services that support the child and family.
		+ Avoid the word “homeless.” Instead, talk about a temporary housing arrangement.
2. **Once a family is identified as experiencing homelessness support the family by doing the following:**
* Assist the family is feeling comforted by demonstrating your empathy, understanding and care. Services to families should be delivered in a nonjudgmental and respectful manner.
* Show sensitivity to the stigma attached to words like “homeless” and “shelter” and avoid using them in reference to families in temporary housing.
* Provide a listing of available resources within their community, or make contacts to resources on their behalf with permission granted.